

**CHARLOTTE COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE**

MEETING AGENDA

**March 26, 2008 at 9:00 AM
Family Services Center
21450 Gilbralter Drive, Conference Rm
Port Charlotte, Florida**

- I. Roll Call
- II. Approval of Minutes of February 27, 2008
- III. SHIP
3 year plan
- IV. Multi Family Report
- V. The Housing Corporation Report - Brenda Bala
- VI. SHIP/Recycled Funds Report
- VII. Public Comment - Limited to Three Minutes. Must Address Housing Issues.
- VIII. Committee Member Comments

Adjournment

Next Meeting: The meeting will be held on April 23, 2008 at the Family Services Center located at 21450 Gibraltar Drive in Port Charlotte.

*NOTE: IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT LORAIN HELBER
AT 505-4889 SO YOU CAN BE RECORDED AS EXCUSED.*

Enclosures: Agenda; February 27, 2008 Minutes; SHIP, Multi-Family and Recycled funds Reports; LHAP 2008-2011 draft.

CHARLOTTE COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
MINUTES
February 27, 2008

The meeting convened at 9 a.m. at the Family Services Center at 21450 Gibraltar Drive in Port Charlotte. Committee members present included, Jeanette Deptula, Jim Kelley, Jeff Ahrens, Barbara Melanson, Lou Anne Curtis, Jean Farino, and Earline Oliver. Loraine Helber, Charlotte County Housing Coordinator, was present. Guests Brenda Bala, Mike Mansfield and Don Root were also present.

Motion was made by Jim Kelly and seconded by Lou Anne Curtis to approve the January, 2007 minutes. Motion carried; none opposed.

Guest Speaker Don Root, Executive Director of Economic Development, spoke regarding the role of the Department in promoting economic growth and the critical partnership with education and housing to develop jobs and increase wages in Charlotte County.

Ms. Helber provided an update of the projects and the agencies receiving a commitment of \$4,992,000 of HHR funds from the Board of County Commissioners in December 2007.

A SHIP update was provided by Ms. Helber. The 2007 final annual report for the 6 month extension of SFY 2004-2005 SHIP funds was forwarded to the State and approved by Florida Housing Finance Corporation. The report revision indicated \$5.6 million of funds received that year (and interest earned) were fully and successfully expended to assist households most in need following Hurricane Charley.

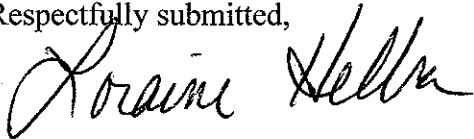
Ms. Helber also explained that Charlotte County needs to submit a new 3-year plan to the State by May 2008. She indicated she will forward a draft to the committee for discussion at the March meeting.

The Multi-family report, the Housing Corporation Report and the SHIP/Recycled report were shared with the Committee. Brenda Bala said the Housing Corporation has funded over \$336,000 of SHIP dollars during January 2008 for homeowner programs. More than 50 households have avoided foreclosure and were able to remain in their homes due to financial or counseling assistance received during January and February 2008.

The next meeting will be held March 23, 2008, at 9am at the Family Service Center at 21450 Gibraltar Drive in Port Charlotte.

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Loraine Helber".

Loraine Helber, Housing Manager



The Housing Corporation

1620 Tamiami Trail ♦ Suite 103 ♦ Port Charlotte ♦ Florida ♦ 33948 ♦ (941) 255-9454 ♦ fax (941) 624-3253

CHARLOTTE COUNTY CORNERSTONE LOAN PROGRAM ♦ AND ♦ REHABILITATION PROGRAM

ACTIVITY REPORT

PERIOD BEGINNING 01-01-08 ENDING 02-29-08

Total Number of Applications Received 23
Total Number of Applications Processed 23
Total Number of Applications Approved 11
Total Number Minority Applications Received 4

Total Number of Down Payment/New Construction Applications Approved 9
Total Number of Rehabilitation Assistance Applications Approved 2

Total SHIP Dollars Funded	<u>488,715.47</u>
Total Rehab SHIP Dollars Funded	<u>67,966.93</u>
Total Down Payment/New Const. SHIP Dollars Funded	<u>420,748.54</u>
Total Cornerstone Loan Mortgages Generated	<u>875,500.00</u>

APPLICANT INFORMATION

Head of Household: Male 7 Female 4

Head of Household Race:	White	<u>7</u>
	Black	<u>3</u>
	Hispanic	<u>1</u>
	Other	<u>0</u>

Head of Household Age:	0 - 18	<u>0</u>
	19 - 25	<u>2</u>
	26 - 40	<u>5</u>
	41 - 64	<u>4</u>
	64+	<u>0</u>

Family Size:	1	Person	<u>5</u>	▶ Total Clients Assisted <u>5</u>
	2 - 4	Persons	<u>6</u>	▶ Total Clients Assisted <u>16</u>
	5+	Persons	<u>0</u>	▶ Total Clients Assisted <u>0</u>
				▶ Total All Sizes <u>21</u>

Types of Rehabilitation:	Roof	<u>1</u>
	Plumbing	<u>1</u>
	AC/Heat	<u>0</u>
	Windows/Doors	<u>1</u>
	Exterior Paint	<u>1</u>
	Living Space	<u>0</u>
	Handicapped Access	<u>0</u>
	Electrical	<u>0</u>
	Sewer	<u>0</u>
	Other	<u>1</u>
Income Level:	Very Low	<u>2</u>
	Low	<u>3</u>
	Moderate	<u>6</u>

Note: Income levels are based on family size

Multi-Family Rental Housing Report
February 2008

Murdock Circle Apartments, a 264 unit affordable housing apartment complex located on Collingswood Boulevard, was constructed with assistance from a tax exempt bond in 2001. In February 2008, the complex reported 94.7% occupancy.

The Pines of Punta Gorda is a 336 unit affordable housing apartment complex located on Taylor Road in Punta Gorda. In February 2008, the manager reported a 63% occupancy rate.

Charlotte Crossings is an affordable senior housing apartment complex to be constructed on Sandhill Boulevard. The Carlisle Group has been approved by the Board of County Commissioners ("BCC") to receive a \$3,224,000 loan from HHR funding. Revised plans call for construction of three buildings with 124 rental units. Final plans have been submitted to Charlotte County for review. Fish & Wildlife approved Carlisle's Habitat Conservation Plan; the Take Permit has been received. Construction should begin in the spring of 2008. Carlisle has cleared the site.

Charleston Cay is a 128 unit affordable housing apartment complex under construction on Harborview. Wendover Housing Group was approved by the BCC for a grant of \$1,250,000 of HHR funding and an additional \$250,000 in SHIP funds. Both are funded as a zero percent interest loan. In January 2008, the complex reported 99 % occupancy.

Hampton Point Apartments is a 284 unit affordable housing apartment complex for non-elderly households developed by Picerne Development of Altamonte Springs, Florida. The complex has 13 buildings, with 2, 3, and 4 bedroom units. In February 2008, Hampton Point reported a 76% occupancy.

Marian Manor is 31 affordable housing rental units to be constructed by the Diocese of Venice on Vick Street in Charlotte Harbor. The project was awarded a total of \$806,000 of HHR funds and SHIP assistance of \$465,000 by the BCC. Marian Manor received notice in December 2007, that the project will receive primary funding from the State's 2007 Universal Cycle. Marian Manor has submitted all required documents to State underwriting. The project should be on the State Board's agenda for underwriting approval in May. Closing of State funds and construction should follow shortly thereafter.

The Punta Gorda Housing Authority ("PGHA") has been awarded \$450,000 of SHIP funds to rebuild rental units destroyed during the hurricanes. The Gulf Breeze Apartments will have 171 units. The final plat was approved by the Punta Gorda City Council on May 16, 2007. Construction has begun; All buildings are under roof. Occupancy of the first buildings is expected in June 2008.

Special Needs

Ellicott Circle Apartments is a 14 unit complex to be constructed by Goodwill Industries of SW Florida on Ellicott Circle. This project is affordable housing for disabled Charlotte County residents. Primary financing is through the HUD Section 811 (Supportive Housing for Persons with Disabilities) program. SHIP funds of \$260,000 provided gap financing. Construction should be complete in May. Goodwill is accepting application for units now.

Coastal Safe Haven, a proposed 52 bed facility, will provide housing to Charlotte County homeless individuals who have been diagnosed with mental illness or substance abuse. The Charlotte County Board of Zoning approved the special exception request for zoning density. Kelly Hall is emptied and ready for rehab. The site survey is complete and the Contractor is finalizing bids with subcontractors. Coastal Safe Haven received \$500,000 in HHR funding. Submittal of final plans to the County is anticipated soon.

Genesis Chara House, an existing 16 bedroom dormitory type building with 42 beds in Punta Gorda, was remodeled. This facility houses single mothers with infants or toddlers where the families may stay up to two years. The Chara House received \$1,433,944 in HHR funds and \$240,000 in SHIP funds. The facility is fully operational.

Genesis Bishop House is a six bedroom, 12 bed emergency housing with kitchen/dining facility for single pregnant women. The Bishop House received \$406,800 in HHR funds and \$100,000 in SHIP funding. The facility is fully operational.

Genesis Safe House, a proposed 54 bed shelter, is designed to house 30 single men and eight single women. It will also have four family units, each capable of housing a family of four. The Safe House received \$1,400,090 in HHR funds and \$600,000 in County sales tax proceeds. The Safe House has been under construction for the last four months. The project should be placed in service soon.

Report on SHIP Strategies for the months of

July, 07

Through June, 08
February, 2008

Funds expended by Strategy	Acct No.	Amount expended
Down Payment Assistance	82.0015	1,712,033.72
Housing Construction	82.0021	306,674.77
Housing Corporation	82.0022	88,498.14
Housing Rehab	82.0024	258,908.24
Foreclosure Prevention	82.0032	89,006.15
Homebuyer's Club	82.0041	63,466.69
Rental Rehab	82.0042	0.00
Rental - New Construction	82.0043	710,000.00
Non Profit Rental Rehab	82.0046	0.00
Loan Loss Reserve	98.0033	3,328.56
Community Land Trust	82.0051	20,500.00
GRAND TOTAL EXPENDED GRANT YR TO DATE		3,252,416.27

Total Funds received

Program Income		
HABITAT	\$	-
THE PINES MORTGAGE	\$	-
REFINANCE	\$	151,674.35
Recaptured Funds		
CORNERSTONE	\$	-
SALE OF HOME	\$	7,690.98
HOUSING CORP. REPAYMENT OF CONST. LOAN	\$	403,993.86
OTHER	\$	-
Total Recycled Funds Received	\$	563,359.19
SHIP funds received from Florida Housing Finance YTD	\$	1,111,531.00
Interest Received YTD	\$	183,103.35
Total SHIP Funds and Interest Received	\$	1,294,634.35
GRAND TOTAL FUNDS RECEIVED YR TO DATE	\$	1,857,993.54

CHARLOTTE COUNTY, FLORIDA

SHIP LOCAL HOUSING ASSISTANCE PLAN (LHAP)

FISCAL YEARS COVERED

JULY 1, 2008 – JUNE 30, 2011

I. PROGRAM DESCRIPTION:

A. Name

The Charlotte County Housing Assistance Plan (the "Plan") for the fiscal years beginning July 1, 2008 and ending June 30, 2011 was approved by the Charlotte County Board of County Commissioners on April 22, 2008.

Interlocal : Yes X No

Name of participating local government(s) in the Interlocal Agreement;

 Punta Gorda, Florida

A copy of the Interlocal Agreement is attached as Exhibit H.

B. Purpose of the program:

Creation of the Plan is for the purpose of meeting the housing needs of very low, low and moderate income households, to expand production of and preserve affordable housing, and to further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan:

 2009
 2010
 2011

D. Governance:

The SHIP Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37.007 Florida Administrative Code.
The SHIP Program does further the housing element of the local government Comprehensive Plan.

E. Local Housing Partnership

SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups. A broad range of affordable housing interests have participated in the partnership since program inception., including non-profit corporations, lending institutions, real estate developers, and for profit corporations One such effort led to the development of the Cornerstone Program and a down payment and closing cost assistance program that continues to attract millions of dollars in first mortgages to lower income homeowners.

A principal participant in the housing partnership is the Housing Corporation of Charlotte County, Inc., a non-profit organization developed by the Charlotte County Board of County Commissioners in 1989. The Housing Corporation evolved during the first two years of the SHIP program and has become the implementing agency for the SHIP funded activities.

F. Leveraging:

The Plan increases the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation programs and to provide local match to developers in order to obtain federal housing grants or programs.

Local lenders participating in the SHIP Cornerstone Program provide SHIP recipients fixed rate mortgages at below market rate interest and with waivers of most fees, enabling local households to obtain housing at affordable costs.

G. Public Input:

The Charlotte County Affordable Housing Advisory Committee held three public workshops on May 23, 2007, June 27, 2007, and July 25, 2007 to consider uses for Charlotte County's annual allocation of SHIP funds for each of the three fiscal years covered by this Plan. The public meeting was advertised in the local *Charlotte Sun* newspaper and the public was invited to participate. The Committee voted at its March 26, 2008 meeting to recommend the Plan to the Charlotte County Board of County Commissioners on April 22, 2008.

Additional public input about the SHIP program is received at the end of each of the regularly scheduled meetings of the Affordable Housing Advisory Committee, typically held the fourth Wednesday of each month.

H. Advertising and Outreach

Charlotte County or its administrative representative shall advertise the notice of funding availability in a local newspaper of general circulation at least 30 days before the beginning of the application period. Applications for disaster assistance may be accepted immediately following a declared disaster with advertising to follow as soon after as practical. If no funding is available, no notice of funding availability is required.

I. Discrimination:

In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, creed, religion, color, age, sex, marital status, familial status, national origin, or handicap in the award application process for eligible housing. All SHIP advertisements and selection processes will conform to the anti-discrimination laws that

make it unlawful to discriminate on the basis of race, creed, color, religion, age, sex, marital or familial status, national origin, or handicap in the award of program benefit.

J. Support Services and Counseling:

The Cornerstone Program provides down payment and closing cost assistance to qualified households. The program requires participants to attend a home ownership training program that utilizes the Fannie Mae approved homeownership training guide. The program is conducted by the Charlotte County Homebuyers Program and offers homeowner counseling free of charge to all program participants. Participants in the Cornerstone Program receive below market rate interest for fixed rate mortgages and waivers of most fees.

Construction and rehabilitation assistance is provided free of charge to all program participants by certified construction technicians in the Housing Rehabilitation Program. State certified inspection agencies survey the homes of eligible participants before rehabilitation is approved and again before payment is made to ensure the appropriateness of rehabilitation.

Habitat For Humanity of Charlotte County, Inc. provides "family nurturing" for homes assisted with SHIP funds. Family nurturing includes a broad range of support services to ensure the household will assimilate to homeownership with the least disruption in their lives.

New construction of rental housing assisted with SHIP funds will be selected in a public competition giving preference to developers who limit rent increases and to those who provide day care, down payment assistance via escrow of a portion of rents, computer laboratories, and similar social services available to all residents. Additional preference will be given to those developers who commit to providing employment opportunities for people transitioning from welfare to self-sufficiency.

K. Purchase Price Limits:

Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the Punta Gorda Metropolitan Statistical Area. The average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs.

The methodology used is:

- ☐ Independent Study (copy attached)
- ☒ U.S. Treasury Department
- ☐ Local HFA Numbers

The purchase price limit for new and existing homes is shown on the Housing Delivery Goals Charts

L. Income Limits, Rent Limits and Affordability:

The Income and Rent Limits used in the SHIP Program are updated annually from the Department of Housing and Urban Development and distributed by Florida Housing Finance Corporation. Affordable means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 F.S. However it is not the intent to limit an individual household's ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

M. Welfare Transition Program:

Charlotte County has developed a qualification system and selection criteria for applications for awards to eligible sponsors which includes a description that demonstrates how eligible sponsors that employed personnel from the Welfare Transition Program will be given addition scoring in the selection process.

N. Monitoring and First Right of Refusal:

In the case of rental housing, Charlotte County or an entity to which the County has contracted for implementing the local housing assistance plan rental strategies shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides the same monitoring and determination, Charlotte County may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$3,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for at least 15 years or the term of assistance whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

O. Administrative Budget:

A detailed listing including line-item budget of proposed Administrative Expenditures is attached as Exhibit A. These are presented on an annual basis for each State fiscal year submitted. The moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan, according to Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, which provides:

"A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(17), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs."

Charlotte County has adopted these findings in the attached resolution, Exhibit E.

P. Program Administration:

Charlotte County assumes responsibility for the local housing assistance plan, in cooperation with the City of Punta Gorda as specified in the attached Interlocal agreement. Since Plan inception, Charlotte County has contracted with a qualified non-profit to implement the Homeowner Strategies of the Plan. The Housing Corporation of Charlotte County, Inc., a non-profit organization developed by the Charlotte County Board of County Commissioners in 1989, has implemented the SHIP program since that time and has leveraged County dollars to expand and provide additional housing opportunities.

Charlotte County shall advertise the receipt of SHIP funds and solicit qualified non-profit entities to submit a proposal to implement the homeowner strategies of the Plan for the three years covered by the Plan. The solicitation shall be in a local newspaper of general circulation and provide at least a 30 day window for applicants to submit proposals.

The duties include implementation of all homeowner strategies including, but not limited to, accepting applications, verifying household income and eligibility, conducting mortgage closings, maintaining assistance files and data, and providing information and assisting in preparation of annual reports and audits.

Qualified non-profit organizations must be established under the laws of the State of Florida, and in receipt of a letter from the Internal Revenue Service indicating that the organization is recognized as tax exempt, pursuant to Section 501©(3) of the Internal Revenue Code. The organization must be established for the purpose of providing housing services, and it must have been operating in Charlotte County with paid staff for at least two years from the date of this notice. Organizations must have internet capabilities at the time the selection of an organization to administer the SHIP program is considered by the Board of County Commissioners.

The selection criteria will rank experience in affordable housing and its understanding of the SHIP program, residential mortgage underwriting principles, especially income verification procedures. Sponsor proposals shall address how the organization would administer the various SHIP strategies, the number of paid staff dedicated to the delivery of SHIP strategies, other activities of paid staff and the anticipated impact of those activities on the operation of the organization. The scoring below will be utilized to rank sponsor applicants

Selection Criteria

Understanding of SHIP program rules	15 points maximum
Number of paid staff with at least two years relevant experience	10 points maximum
Other activities and anticipated impact of those on operation	5 points maximum

Q. Essential Service Personnel

Charlotte County's Essential Service Personnel are those personnel providing basic functions essential to the community such as: Teachers and educators, other school district, community college, and university employees, police and fire personnel, health care personnel, skilled building trades personnel, sanitary and utility personnel, postal personnel, and other personnel providing for basic health, safety and welfare up to 120% Area Median Income (AMI) and other personnel at 80% of AMI or less, subject to SHIP set asides."

The Plan includes a variety of strategies to retain and recruit essential service personnel in order to positively impact the economic and social growth of the community. Down payment assistance, community land trust assistance, and single family construction and rehabilitation will provide assistance to essential personnel living in the community or moving into the community to accept a job essential to the economic and social growth of the community.

The foreclosure prevention strategy will assist current essential service personnel retain ownership of their homes. Non-SHIP assistance through the Human Services Department is available for renters struggling to make rental and essential utility payments.

II. LHAP HOUSING STRATEGIES:

A. *Home Ownership Purchase Assistance* *"The Cornerstone Program"*

a) Summary

The Cornerstone Program provides down payment and closing cost assistance to qualified households to purchase new or existing single family or condominium homes. All homes purchased with Cornerstone Program Assistance must be the primary residency of the recipient and may not be used as a rental unit.

Homes purchased in this strategy may be purchased utilizing the mortgage revenue bond programs offered either by the Lee or Charlotte County Housing Finance Authorities or Florida Housing Finance Corporation.

b) State Fiscal Years Covered

Three state fiscal years beginning July 1, 2008 and ending June 30, 2011 will be used for this activity.

c) Income Category Served

Very low, low, and moderate incomes will be served by this activity. Moderate income households may be served if adequate additional funds are found to layer with SHIP dollars or annual allocations exceed the previous year's allocation. Ten per cent (10%) of allocated down payment assistance funds will be reserved for the first nine months of each State fiscal year for down payment assistance to households deprived of affordable housing due to the closure of mobile home parks or the conversion of affordable rental units to condominiums.

d) Maximum award

The maximum award and level of funding for this strategy and each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as part of the Plan.

e) Terms, Recapture and Default Provision

SHIP assistance is provided in the form of a deferred loan with 0% interest. The term of the loan is 30 years, payable in full as program income after 30 years. Additional terms contained in the mortgage render the loan due and payable as program income if the home is no longer used as the primary residence of the applicant, is used as rental housing, or is sold. The SHIP mortgage can be subordinated upon a refinance of the primary loan only if the refinance is for a better interest rate with no cash out or

bills being paid. Refinances with cash out or bills paid require full repayment as program income at time of refinance.

f) Recipient Selection Criteria

Other than the above reserve, selection will be on a first come, first ready basis, following receipt of an application, income qualification, attendance at an approved home ownership training program, and first mortgage approval.

g) Sponsor selection criteria, if applicable

See I P "Program Administration

h) Additional Information

B. Housing Rehabilitation

a) Summary

Homeowner Rehabilitation Program provides SHIP assistance to rehabilitate and/or add hurricane mitigation/hardening features to single family and condominium units. All homes rehabilitated with SHIP assistance must be the primary residence of the recipient and may not be used as a rental unit.

b) State Fiscal Years Covered

Three state fiscal years beginning July 1, 2008 and ending June 30, 2011 will be used for this activity.

c) Income Category Served

Very low and low incomes homeowners who have not been previously assisted with SHIP funds will be served by this activity. Exceptions to the prohibition of homeowners previously assisted shall be homeowners required to hook up to new sewer lines after SHIP assistance is provided or those needing assistance following a major disaster. Moderate income households may be served if adequate additional funds are found to layer with SHIP dollars or annual allocations exceed the previous year's allocation.

d) Maximum award

The maximum award and level of funding for this strategy and each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as part of the Plan.

e) Terms, Recapture and Default Provision

SHIP assistance is provided in the form of a deferred loan with 0% interest. The term of the loan is 30 years, payable in full as program income after 30 years. Additional terms contained in the mortgage render the loan due and payable as program income if the home is no longer used as the primary residence of the applicant, is used as rental housing, or is sold. The SHIP mortgage can be subordinated upon a refinance of the primary loan only if the refinance is for a better interest rate with no cash out or bills being paid. Refinances with cash out or bills paid require full repayment as program income at time of refinance.

f.) Recipient Selection Criteria

Selection will be on a first come, first ready basis, following receipt of an application, income qualification, and first mortgage approval if applicable.

g.) Sponsor selection criteria, if applicable

See I P "Program Administration

h) Additional Information

C. *Housing Construction*

a) Summary

Single Family Housing Construction is for the costs associated with construction or acquisition/rehabilitation of single family homes that are then sold to qualified very low to low income households.

b) State Fiscal Years Covered

Three state fiscal years beginning July 1, 2008 and ending June 30, 2011 will be used for this activity.

c) Income Category Served

Very low and low income households will be served by this activity. Moderate income households may be served if adequate additional funds are found to layer with SHIP dollars or annual allocations exceed the previous year's allocation.

d) Maximum award

The maximum award and level of funding for this strategy and each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as part of the Plan.

e) Terms, Recapture and Default Provision

SHIP assistance is provided in the form of a deferred loan with 0% interest to the income eligible applicant of the constructed or rehabilitated home. The term of the loan is 30 years, payable in full as program income after 30 years. Additional terms contained in the mortgage render the loan due and payable as program income if the home is no longer used as the primary residence of the applicant, is used as rental housing, or is sold. The SHIP mortgage can be subordinated upon a refinance of the primary loan only if the refinance is for a better interest rate with no cash out or bills being paid. Refinances with cash out or bills paid require full repayment as program income at time of refinance.

Some assistance may be provided eligible non-profit developers in the form of a grant on a case by case basis.

f) Recipient Selection Criteria

Selection of households for constructed homes will be on a first come, first ready basis, following receipt of an application, income qualification, attendance at an approved home ownership training program, and first mortgage approval.

g.) Sponsor selection criteria, if applicable

Not For Profit developers will be selected as sponsors through a competitive process. Selection criteria will give priority to proposals with the maximum number of units produced at the lowest per unit (SHIP) cost and leveraging provided from other approved private or public funding sources. Additional scoring will be given sponsors that employ or agree to employ personnel from the WAGES or Workforce Development Initiatives Program.

No more than 25% of funds allocated in this strategy may be available as matching reimbursable dollars to licensed for profit general contractors who rehabilitate or build homes in designated neighborhoods for resale to income eligible applicants who have completed the homebuyers training workshop. Income eligibility of all prospective recipients shall be certified by the County or its authorized agent.

h) Additional Information

D. *Homebuyers Program*

a) Summary

The Homebuyers Program offers homeownership counseling, both individually and group, to assist potential homebuyers to position themselves to become homeowners. Counselors aid participants in creating workable budgets, repairing credit reports, and dealing with problems hindering their ability to become homeowners.

b) State Fiscal Years Covered

Three state fiscal years beginning July 1, 2008 and ending June 30, 2011 will be used for this activity.

c) Income Category Served

Very low, low, and moderate income households will be served by this activity.

d) Maximum Award

The level of funding for each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as a part of the Plan.

e) Terms, Recapture and Default Provision

Not applicable

f) Recipient Selection Criteria

The program is open to all residents of Charlotte County at all income levels regardless of their participation in other SHIP programs. They are served on the basis of first come, first served. The program does not currently limit the number of participants.

g.) Sponsor selection criteria, if applicable

See I P "Program Administration

h) Additional Information

E. Foreclosure Prevention

a) Summary

The Foreclosure Program provides SHIP assistance to qualified homeowners of single family and condominium units to prevent foreclosure. All households receiving SHIP assistance must be the primary residence of the recipient and may not be used as a rental unit. Recipients will be provided assistance regardless of balances on any other SHIP mortgage.

b) State Fiscal Years Covered

Three state fiscal years beginning July 1, 2008 and ending June 30, 2011 will be used for this activity.

c) Income Category Served

Very low, low and moderate income homeowners will be served by this activity. Participation in a Certified HUD Credit Counseling Program is required. Receipt of prior SHIP assistance is not required. However, homeowners with SHIP mortgages will be given priority.

d) Maximum award

The maximum award and level of funding for this strategy and each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as part of the Plan.

e) Terms, Recapture and Default Provision

SHIP assistance is provided in the form of a deferred loan with 0% interest. The term of the loan is 30 years, payable in full as program income after 30 years. Additional terms contained in the mortgage render the loan due and payable as program income if the home is no longer used as the primary residence of the applicant, is used as rental housing, or is sold. The SHIP mortgage can be subordinated upon a refinance of the primary loan only if the refinance is for a better interest rate with no cash out or bills being paid. Refinances with cash out or bills paid require full repayment as program income at time of refinance.

f.) Recipient Selection Criteria

Selection will be on a first come, first ready basis, following receipt of an application, income qualification and completion of a workout plan with a Certified HUD Credit Counselor.

g.) Sponsor selection criteria, if applicable

See I P "Program Administration

h) Additional Information

F. Community Land Trust

a) Summary

The Community Land Trust program provides SHIP funds for down payment assistance or construction funds for single family and condominium units created by local community land trusts. All homes purchased with SHIP assistance must be the primary residence of the recipient and may not be used as a rental unit.

b) State Fiscal Years Covered

Three state fiscal years beginning July 1, 2008 and ending June 30, 2011 will be used for this activity.

c) Income Category Served

Very low, low, and moderate incomes up to 100 percent of AMI will be served by this activity. Other moderate income households may be served if adequate additional funds are found to layer with SHIP dollars. Ten per cent of allocated down payment assistance funds will be reserved for the first nine months of each State fiscal year for down payment assistance to households deprived of affordable housing due to the closure of mobile home parks or the conversion of affordable rental units to condominiums.

d) Maximum award

The maximum award and level of funding for this strategy and each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as part of the Plan.

e) Terms, Recapture and Default Provision

SHIP assistance is provided in the form of a deferred loan with 0% interest. The term of the loan is 30 years, payable in full as program income after 30 years. Additional terms contained in the mortgage render the loan due and payable as program income if the home is no longer used as the primary residence of the applicant, is used as rental housing, or is sold. The SHIP mortgage can be subordinated upon a refinance of the primary loan only if the refinance is for a better interest rate with no cash out or bills being paid. Refinances with cash out or bills paid require full repayment as program income at time of refinance. If the property is sold to an eligible recipient, County staff may consider allowing the loan to be assumed.

f) Recipient Selection Criteria

Selection of qualified applicants shall be made based upon the following scored and ranked process, following income verification and approval of the household for SHIP assistance. Points for Household Size, Income level, financial preparedness will be totaled with the applicants scoring the highest given priority. A Disaster victim will be awarded fifteen additional points

Single Parent (15)

Married/Other Adult with Children (10)

Married/Other Adult (5)

Single (0)

Income 50% County Median (15)

Income 80% County Median (10)

Income 100% County Median (5)

Lender Approved (15)

Lender Approval Pending (10)

Homebuyers Program Action Plan (5)

No plan (0)

Disaster Victim (15)

Non-Disaster Victim (0)

g.) Sponsor selection criteria, if applicable

See I P "Program Administration

h) Additional Information

G. Disaster Recovery/Mitigation

a) Summary

Unencumbered Charlotte County SHIP funds in Home Ownership and Non-Home Ownership Strategies may be used to provide emergency replacement of or repairs to homes owned and occupied by low and very low income households damaged as a result of a disaster that has been declared by a national or state authority. Emergency repairs that are not covered by insurance shall be eligible for assistance.

b) State Fiscal Years Covered

Three state fiscal years beginning July 1, 2008 and ending June 30, 2011 will be used for this activity.

c) Income Category Served

Very low, low, and moderate incomes will be served by this activity. Moderate income households may be served if additional disaster funds are received from the state, federal government or other public sources following a major disaster.

d) Maximum award

The maximum award and level of funding for this strategy and each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as part of the Plan.

e) Terms, Recapture and Default Provision

SHIP assistance is provided in the form of a deferred loan with 0% interest. The term of the loan is 30 years, payable in full as program income after 30 years. Additional terms contained in the mortgage render the loan due and payable as program income if the home is no longer used as the primary residence of the applicant, is used as rental housing, or is sold. The SHIP mortgage can be subordinated upon a refinance of the primary loan only if the refinance is for a better interest rate with no cash out or bills being paid. Refinances with cash out or bills paid require full repayment as program income at time of refinance.

f) Recipient Selection Criteria

Selection will be on a first come, first ready basis, following receipt of an application, income qualification, attendance at an approved home ownership training program if applicable, and first mortgage approval if applicable.

g) Sponsor selection criteria, if applicable

See I P "Program Administration

h) Additional Information

Rehabilitation assistance shall include the purchase of emergency supplies to weatherproof damaged homes; interim repairs to avoid further damage; tree and debris removal required to make individual housing units inhabitable; and other post disaster, housing rehabilitation assistance that are not insured or otherwise subject to reimbursement. To expedite funding to those most in need after a disaster, 30 days notice of fund availability will not be required for disaster recovery assistance.

H. Rental, Housing Authority Housing

a) Summary

Rental, Housing Authority Strategy is for the rehabilitation or construction of public housing units occupied by qualified households.

b) State Fiscal Years Covered

Three state fiscal years beginning July 1, 2008 and ending June 30, 2011 will be used for this Strategy.

c) Income Category Served

Very low and low income households will be served by this activity. The Housing Authority will utilize its approved selection policy, which consists of a "first come, first served" waiting list for apartments.

d) Maximum Award

The maximum award and level of funding for each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as a part of the Plan.

e) Terms, Recapture and Default Provision

SHIP assistance will be given in the form of a forgivable loan to a public housing authority. The term of the loan is 15 years. Additional conditions in the loan documents provide the funds will be recaptured at 0% interest if the property is sold or no longer used as affordable rental units that are available to low and very low income households. If property is offered for sale before 15 years, the Housing Authority must give a first right of refusal to eligible non-profit organizations for purchase at the current market value for continued occupancy by eligible households. Mortgage documents shall include provisions for recapture in the event that rental housing is no longer affordable to lower income households. Repayment of the principal is immediately due in full in the event of default.

f) Recipient Selection Criteria

Participation will be limited to rental property owned and operated by a public housing authority. The housing authority shall propose rehabilitation or construction of specified apartments or housing complexes with selection awarded to that authority with the lowest SHIP funded rehabilitation or construction cost per unit.

g) Sponsor Criteria

Not applicable

h) Additional Information

All property receiving SHIP assistance must be rented at prices that are affordable in accordance with guidelines provided by HUD. Housing Authorities selected for participation in the strategy shall be required to report to the County the income eligibility of tenants on an annual basis for 15 years. The County shall use the information reported in the annual SHIP Report submitted to the Florida Housing Finance Corporation.

I. Rental Non-Profit/Special Needs Housing

a) Summary

Rental Non-Profit Housing Strategy is designed to assist in the rehabilitation or construction of rental housing owned and operated by non-profit or special needs organizations for very low or low income households.

b) State Fiscal Years Covered

Three state fiscal years beginning July 1, 2008 and ending June 30, 2011 will be used for this Strategy.

c) Income Category Served

Very low and low income households will be served by this activity.

d) Maximum Award

The maximum award and level of funding for each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as a part of the Plan.

e) Terms, Recapture and Default Provision

SHIP assistance will be given in the form of a forgivable loan at 0% interest to the income eligible applicant of the rehabilitated or constructed housing. The term of the loan is 15 years. Additional conditions in the mortgage provide that the funds will be recaptured if the property is sold or no longer used as rental housing affordable to low income households. Repayment of the principal is immediately due in full in the event of default.

Selected sponsors offering rental housing for sale before 15 years or who have remaining mortgages funded under this program must give a right of first refusal to eligible non-profit organizations at the current market value for continued occupancy by eligible persons. Selected sponsors shall be required to report to the County the income eligibility of tenants on an annual basis for 15 years. The County shall use the information reported in the annual SHIP Report submitted to the Florida Housing Finance Corporation.

f) Recipient Selection Criteria

Non-profit and special needs organizations operating rental housing for low and very low income households will be eligible to submit applications for SHIP funds to rehabilitate or construct rental housing. Applications will be ranked with developments creating the maximum number of units with the lowest SHIP cost per unit ranked first and all others in descending order. Additional scoring is given for experience, need and capacity. Extra scoring will be given to Sponsors that employ or agree to employ personnel from the WAGES or Workforce Development Initiatives Program. The application may be modified to reflect local preferences for housing for elderly households, special needs, and extremely low income households. A committee to be selected by the Charlotte County Housing Coordinator which shall include one member of the Affordable Housing Advisory Committee will score applications in accordance with the Application instructions. Applications will be ranked in descending order with applications receiving the highest score ranked first. In the case of a tie after applications have been ranked, the Board of County Commissioners shall select applications at a public meeting after considering recommendations of the ranking committee. The decision of the Board of County Commissioners shall be final.

g) Sponsor Criteria

Not applicable

h) Additional Information

All property receiving SHIP assistance must be rented at prices that are affordable in accordance with guidelines provided by Florida Housing Finance Authority. Agencies selected for participation in the strategy shall be required to report to the County the income eligibility of tenants on an annual basis for 15 years. The County shall use the information reported in the annual SHIP Report submitted to the Florida Housing Finance Corporation.

J. Rental, For Profit New Construction

a) Summary

Rental, For Profit New Construction Strategy is designed to assist in the new construction of rental housing by For Profit developers. The Strategy will provide a source of funds that may be used as local contribution in the HOME Program, the State Apartment Improvement Loan (SAIL) Program and the Housing Credit Program administered by the Florida Housing Finance Corporation or other public funding received for affordable housing initiatives.

b) State Fiscal Years Covered

The three state fiscal years beginning July 1, 2008 and ending July 1, 2011 will be used for this strategy. The level of funding for each fiscal year is specified on the Housing Goals Charts attached, which are herein adopted as a part of the Plan.

c) Income Category Served

Very low and low income households will be served by this activity.

d) Maximum Award

The maximum award and level of funding for each fiscal year is specified on the Housing Delivery Goals Charts attached, which are herein adopted as a part of the Plan.

e) Terms, Recapture and Default Provision

SHIP funds for this Strategy will be provided in the form of a loan to be repaid as program income in semi-annual payments beginning after 80% of occupancy and continuing over a period of 30 years at a 1% interest rate. The loan shall be secured by mortgage documents that subject the mortgagee to the recapture provisions of 67-37.007(12), Florida Administrative Code. In the event the local SHIP mortgage and the primary mortgage have different restrictions on the same issue, the more restrictive regulation shall take precedence.

Selected developers shall be required to report to the County the income eligibility of tenants on an annual basis for 15 years. The County shall use the information reported in the annual SHIP Report submitted to the Florida Housing Finance Corporation.

f) Recipient Selection Criteria

An application form available through the Housing Division of Charlotte County's Human Services Department will be utilized to score and rank competing applications for the New Construction Strategy. Applications will be ranked with developments creating the maximum number of units with the lowest SHIP cost per unit ranked first and all others in descending order. Additional scoring is given for experience, need and capacity. Extra scoring will be given to Sponsors that employ or agree to employ personnel from the WAGES or Workforce Development Initiatives Program. The application may be modified to reflect local preferences for housing for elderly households, special needs, and extremely low income households. A committee to be selected by the Charlotte County Housing Coordinator which shall include one member of the Affordable Housing Advisory Committee will score applications in accordance with the Application instructions. Applications will be ranked in descending order with applications receiving the highest score ranked first. In the case of a tie after applications have been ranked, the Board of County Commissioners shall select applications at a public meeting after considering recommendations of the ranking committee. The decision of the Board of County Commissioners shall be final.

g) Sponsor Criteria

Not applicable

h) Additional Information

All property receiving SHIP assistance must be rented at prices that are affordable in accordance with guidelines provided by Florida Housing Finance Authority. Agencies selected for participation in the strategy shall be required to report to the County the income eligibility of tenants on an annual basis for 15 years. The County shall use the information reported in the annual SHIP Report submitted to the Florida Housing Finance Corporation. In the event the Developers primary financing and the local LHAP have different restrictions on the same issue, the more restrictive regulation shall take precedence

III. LHAP INCENTIVE STRATEGIES

A. Expedited Permitting

Permits as defined in s. 163.3164(7) and (8) for affordable housing projects are expedited to a greater degree than other projects.

Policy and Procedure:

Ordinance Number 98-0710A0

Developer will make request to be designated as an Affordable Housing Development (AHD) to the County Ombudsman who will review the project to determine if it provides at least 25% or the units (or one unit in the case of a single unit development) as affordable units and meets the definition. If project

meets the definition, the Developer will be a provided letter from County Administrator to include with his permitting documents. A project requiring DRC processing shall be schedule for review within one week. If project requires Zoning Board of Appeals process, it shall be placed on the agenda of the next regularly scheduled meeting, unless Developer requests a delay. A project requiring neither shall be expedited through the County review process, and any agencies shall report items that may cause delay to the ombudsman who will review those items with Developer within 24 hours and who will assist in forwarding the development through the review process.

B. Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption.

Policy and Procedure:

Ordinance Number 98-0710A0

Any and all changes in code, procedure or process that affect the cost of housing shall be reviewed by the Charlotte County Affordable Housing Advisory Committee (AHAC). No such changes shall be considered for approval by the Charlotte County Board of County Commissioners (BCC), or any person or agency delegated with authority to act on its behalf, unless it has been considered by the Affordable Housing Advisory Committee at a public meeting. AHAC shall make non-binding recommendations of any proposed changes in code, procedure or process that affect the cost of housing to the BCC.

C. Inventory of Publicly Owned Lands

On ongoing process for developing and making available an inventory of all land owned by the County and to provide a process for making appropriate lands available to non-profit housing providers for the creation of affordable housing.

Policy and Procedure:

Resolution Number 2001-080

The County's Manager of Real Estate Services will establish, on a semi-annual basis or as otherwise required, a listing of County owned real property believed to be surplus to County needs. The listing will be made available to other government divisions for review. Such surplus properties will be disposed of by legal means, in accordance with County guidelines and Florida Law.

By Florida Law, such surplus property may be offered for sale and the proceeds earmarked for the development of affordable housing or may be donated to nonprofit housing providers for the construction of permanent affordable housing.

IV. EXHIBITS:

- A. Administrative Budget for each fiscal year covered in the Plan. Exhibit A.
- B. Timeline for Encumbrance and Expenditure: *Chapter 67-37.005(6)(d) and (f) F.A.C.*
A separate timeline for each fiscal year covered in this plan is attached as Exhibit B.
Program funds will be encumbered by June 30 one year following the end of the applicable state fiscal year. Program funds will be fully expended within 24 months of the end of the applicable State fiscal year.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the Plan:
Completed HDGC for each fiscal year is attached as Exhibit C.
- D. Certification Page:
Signed Certification is attached as Exhibit D.
- E. Adopting Resolution:
Original signed, dated, witnessed or attested adopting resolution is attached as Exhibit E.
- F. Program Information Sheet:
Completed program information sheet is attached as Exhibit F.
- G. Ordinance:
If changed from the original ordinance, a copy is attached as Exhibit G.
- H. Interlocal Agreement:
A copy of the Interlocal Agreement if applicable is attached as Exhibit H.

EXHIBIT A

**CHARLOTTE COUNTY
STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM
ADMINISTRATIVE BUDGET**

	<i>2008-2009</i>	<i>2009-2010</i>	<i>2010-2011</i>
Contractual Expense for Program Implementation	\$124,608	\$124,608	\$124,608
County Staff Expense	\$ 13,846	\$ 13,846	\$ 13,846
	<hr/>	<hr/>	<hr/>
Total	\$138,454	\$138,454	\$138,454

CERTIFICATION TO FLORIDA HOUSING FINANCE CORPORATION

Name of Local Government: _____ Charlotte County, Florida _____

- (1) The local government will advertise the availability of SHIP funds pursuant to Florida Statutes.
- (2) All SHIP funds will be expended in a manner which will insure that there will be no discrimination on the basis of race, creed, religion, color, age, sex, familial or marital status, handicap, or national origin.
- (3) A process for selection of recipients for funds has been developed.
- (4) The eligible municipality or county has developed a qualification system for applications for awards.
- (5) Recipients of funds will be required to contractually commit to program guidelines.
- (6) The Florida Housing Finance Corporation will be notified promptly if the local government (or interlocal entity) will be unable to comply with the provisions the plan.
- (7) The Local Housing Assistance Plan shall provide for the expenditure of SHIP funds within 24 months following the end of the State fiscal year in which they are received.
- (8) The plan conforms to the Local Government Comprehensive Plan, or that an amendment to the Local Government Comprehensive Plan will be initiated at the next available opportunity to insure conformance with the Local Housing Assistance Plan.
- (9) Amendments to the approved Local Housing Assistance Plan shall be provided to the Corporation within 21 days after adoption.
- (10) The trust fund shall be established with a qualified depository for all SHIP funds as well as moneys generated from activities such as interest earned on loans.
- (11) Amounts on deposit in the local housing assistance trust fund shall be invested as permitted by law.
- (12) The local housing assistance trust fund shall be separately stated as a special revenue fund in the local governments audited financial statements, copies of the audits will be forwarded to the Corporation as soon as available.
- (13) An interlocal entity shall have its local housing assistance trust fund separately audited for each state fiscal year, and the audit forwarded to the Corporation as soon as possible.

Page 2
Certification

- (14) SHIP funds will not be pledged for debt service on bonds or as rent subsidies.
- (15) Developers receiving assistance from both SHIP and the Low Income Housing Tax Credit (LIHTC) Program shall comply with the income, affordability and other LIHTC requirements, Similarly, any units receiving assistance from other federal programs shall comply with all Federal and SHIP program requirements.
- (16) Loans shall be provided for periods not exceeding 30 years, except for deferred payment loans or loans that extend beyond 30 years which continue to service eligible persons.
- (17) Rental Units constructed or rehabilitated with SHIP funds shall be monitored at least annually for 15 years for compliance with tenant income requirements and affordability requirements or as required in Section 420.9075 (3)(e)
- (18) The Plan meets the requirements of Section 420-907-9079 FS, and Rule Chapter 67-37 FAC, and how each of those requirements shall be met.
- (19) The provisions of Chapter 83-220, Laws of Florida X *have* or *have not* been implemented.

Witness

Chief Elected Official or designee signature
Thomas C. D'Aprile, Chairman
Board of County Commissioners

Witness

Date

OR

Attest:
(Seal)

RESOLUTION NUMBER 2008-

A RESOLUTION OF THE BOARD OF COUNTY COMMISSION OF CHARLOTTE COUNTY, FLORIDA APPROVING THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE BOARD OF COUNTY COMMISSION CHAIR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, as required by *Chapter 67-37.005(6)(f)3, F.A.C.*, It is found that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately pay the necessary costs of administering the local housing assistance plan. The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5% of program income deposited into the trust fund.

WHEREAS, the Housing Division of the Human Services Department has prepared a three-year Local Housing Assistance Plan for submission to the Florida Housing Finance Corporation; and

WHEREAS, the County Commission finds that it is in the best interest of the public for Charlotte County to submit the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSION OF CHARLOTTE, COUNTY, FLORIDA that:

Section 1: The Board of County Commission of Charlotte County, Florida, hereby approves the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2009, 2010, and 2011..

Section 2: The Chair of the Board of County Commission is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS 22nd DAY OF APRIL, 2008.

Chair of Charlotte County Board of County Commission
Thomas C. D'Aprile

(CORPORATE SEAL)

ATTEST:

Janette Knowlton,
County Attorney

STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) PROGRAM
INFORMATION SHEET

LOCAL GOVERNMENT: Charlotte County, Florida

CHIEF ELECTED OFFICIAL (Mayor, Chairman, etc.): County Administrator Bruce Loucks

ADDRESS: 18500 Murdock Circle, Port Charlotte, FL 33948

SHIP ADMINISTRATOR: Loraine Helber, Housing Manager

ADDRESS: 410 Taylor St., Punta Gorda, FL 33950

TELEPHONE: (941) 505-4889 FAX: (941) 505-4890

EMAIL ADDRESS: Loraine.Helber@charlottefl.com

ADDITIONAL SHIP CONTACTS: Vikki Carpenter, Human Services Direct

ADDRESS: 512 E. Grace St., Punta Gorda, FL 33950

EMAILADDRESS Vikki.Carpenter@charlottefl.com

INTERLOCAL AGREEMENT: YES/NO (IF yes, list other participants in the inter-local agreement):

Yes Punta Gorda, Florida

The following information must be furnished to the Corporation before any funds can be disbursed.

LOCAL GOVERNMENT EMPLOYER FEDERAL ID NUMBER: SZ 59-6000-541

MAIL DISBURSEMENT TO: Loraine Helber, SHIP Administrator, Human Services

ADDRESS: 512 E. Grace St., Punta Gorda, FL 33950

OR: IF YOUR FUNDS ARE ELECTRONICALLY TRANSFERRED PLEASE COMPLETE THE ATTACHED FORM:

☒ NO CHANGE FROM PREVIOUS ELECTRONIC FORM SUBMITTED.

Provide any additional updates the Corporation should be aware of in the space below:

Please return this form to: SHIP PROGRAM MANAGER, FHFC 227 N. BRONOUGH ST, STE 5000
TALLAHASSEE, FL 32301 Fax: (850) 922-7253